

REPORTS INVENTORY						CONTROL NO.			
PREPARE IN DUPLICATE						DDS/OL/PD-4			
1. TITLE OF REPORT (If a fill-in report include Form No.) Delinquent Report						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING			
3. FUNCTIONAL AREA		PERSONNEL	TRAINING						
		X LOGISTICS	SECURITY						
		MEDICAL	FINANCE						
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.) Original & 1 Monthly			6. DISTRIBUTION (No. of components not number of copies) C/PD and OL/PD/GPS				
7. FORMAT (memorandum, form computer print-out, etc.) Memorandum		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT Proc. Div. Memorandum 69-3 (9/16/68) Division Requirement				
10. PREPARING COMPONENT (include lowest level contributing information to report) OL/PD/GBB OL/PD/GPS			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Use existing record - Form 1794						
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13/4	8.86		1	=	8.86		12	=	106.32
GS-8/6	5.02		1/2	=	2.50		12	=	30.00
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR							\$136.32		
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This is a review of small purchase actions incomplete after thirty days. Other actions in the Division are similarly reviewed by means of machine reports.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE							ESTIMATED SAVINGS MAN-HOURS DOLLARS STAT		
15. DATE OF INVENTORY		16. NAME AND TITLE OF PERSON FURNISHING INFORMATION					17. EXTENSION		
9/21/70		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130152-5							